



CREATE AN ACCOUNT TUTORIAL



Virginia Alcoholic Beverage
Control Authority

NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

If you are an existing licensee with ABC you will need to have first received your pin letter. The pin letter will provide you with instructions on logging in and connecting your licenses to your account. If you already have a licensee account with ABC's current system, use that information to login to VAL. If you don't have an account, here's how to create one.

1. From the [Login Screen](#), click **Sign Up**.
2. Fill in the information to [create your account](#). Click **Submit**.
3. Review your Information to [Validate Account](#). Click **Register**.
4. You will be prompted to [Sign Into](#) your Account.
5. The first time you enter the system, it will prompt you to enter your [contact information](#) on the Contact Information page. Enter the **required fields**.
6. Click [Add Additional Contact Address](#). Enter the **required fields**. Click **Save and Close**. Review and Click **Save**.
7. This is the only time you will have to do this unless you need to add or change your information.
8. Select [Home>My Records](#), there will be [No records found](#). To Connect your Existing Records, you must have your pin letter available.
9. Select [Create, Create Application](#).
10. Read the [General Disclaimer](#), Check the box, and Click **Continue Application**.
11. Select the Drop Down for Licenses, select the radio button for the [Pin Record](#). Click **Continue Application**.
12. Click [Add a Row](#). Enter the [Pin Number](#) and **Record Number**. This **must be all uppercase**. Click **Submit**.
13. If you have mistyped one of the numbers or letters, the system will tell you that you have a mismatch, and you will have to re-enter them.
14. Continue adding rows until you've entered all your records numbers.
15. Click **Continue Application**. On the next page, Click **Continue Application** again.
16. Once you have [successfully submitted](#) your application, Select [Home>My Records](#). You will see the [records](#) you added.
17. You can add additional contact information and upload documents to your account for later use.

18. Select [Account Management](#), Click [Add a Contact](#). Enter the **required fields**.
19. Click [Add Additional Contact Address](#). Enter the **required fields**. Click **Save and Close**.
20. To [Add Attachments](#), Click **Add**.
21. Upload files on the [File Upload](#) page.
22. For each file, Select the [contact](#) you want to attach the file to.
23. Enter a [description](#) for each file. Click **Save**.
24. You will receive the [attachments successfully](#) uploaded message.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

Sign Up

Sign In

Reminder to take the COVID-19 interest survey as soon as possible. [Link](#)

User ID [Forgot User ID?](#)

Password [Forgot password? Enter Verification Code](#)

Next

Don't have an account? **Sign Up**

[Back to Instructions](#)

Create Account

Create Account

Orange indicates a required field.

First Name *

Last Name *

User ID *

User ID must be between 6 and 20 characters in length.

Phone Number

Please include area code.

Primary Email Address *

Confirm Email Address *

Create Password *

Password must be at least 8 characters in length.

Confirm Password *

Cancel **Submit**

[Back to Instructions](#)

Validate Account

Validate Account

Disclaimer: Unauthorized attempts to modify any information stored on this system, to defeat or circumvent security features or to utilize this system for other than its intended purposes are prohibited and may result in criminal prosecution.

First Name
Sue

Last Name
Jones

Email
suej@gmail.com

User ID
Suej

Phone Number
8048889999

Please include area code.

By clicking Register, you confirm that the information you entered is correct and you agree to the disclaimer above.

Back **Register**

[Back to Instructions](#)

Sign In

Sign In

✓ Your registration is complete. You can now log in using your User ID 'sonnyjohnson'

Reminder to take the COVID-19 interest survey as soon as possible. [Link](#)

Forgot User ID?

Forgot password? Enter Verification Code

Next

Don't have an account? [Sign Up](#)

[Back to Instructions](#)

Contact Information

Manage Your Account

View Contact Detail

Validate and update your contact information at this page.

Please complete required information and add a contact mailing address. When completing future applications, you may select this contact as a contact for the application.

Contact Information

Individual/Organization:
Individual

Organization Name:
FERE

DBA/Trade Name:
Secondary Phone:

*First:
Sonny

*Last:
Johnson

EDR:
Personal Phone:

*E-mail:
sonnyjohnson.com

Driver's License Number:
State:
State ID Number:
Birth Date:
Gender:
Male

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link. Required contact address type(s) Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

Save Back to Account Management

[Back to Instructions](#)

Add Additional Contact Address

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link. Required contact address type(s) Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

Save Back to Account Management

Contact Mailing Address Information

*Address Type:
--Select--

*Street #:
--Select--

*Direction:
--Select--

*Street Name:
--Select--

*Street Type:
--Select--

Suffix Direction:
--Select--

Unit # (start):
Unit # (end):
Unit Type:
--Select--

*City:
--Select--

*State:
--Select--

*ZIP Code:
--Select--

Country/Region:
United States

International Address:
International Address 2:
International Address 3:

Save and Close Save and Add Another Clear Discard Changes

[Back to Instructions](#)

Questions? Call Customer Service (804) 213-4513. Email: ABC-PST@VirginiaABC.com

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Home
Search
Create

Logged in as Sonney Johnson
Collections (0)
Cart (0)
Account Management
Logout

Dashboard

My Records

portal is accepting applications for Banquets only. VAABC rent license and permit holders in phases which will begin at patience while we transition to this new online process.

Advanced Search

Submit

sation is shown below. Click an Edit button to update information within a section.

Login Information

Add a Contact

Contact Information

Showing 1 - 1 of 1 | Download results

First Name	Middle Name	Last Name	Business Name	SIN	EIN	Contact Type	Status
Sonney		Johnson		***-**-7777		Individual	Approved

Attachments

The maximum file size allowed is 10 MB.
[add-ads-here-chrome-extension.com/cdn-cgi/github.com/hackplayers/blindmolewhiteweb/mcsmmp.mgmt.gzip?secret=shibuyrfovbwc&vscwefwefw](#)
are disclosed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Stat
No records found.							

Home
Search
Create

Account Central

Logged in as: Sonny Johnson
Collections (0)
Cart (0)
Account Management
Logout

Currently, the VAL on-line portal is accepting applications for **Banquets only**. VA ABC intends to on-board our current license and permit holders in phases which will begin shortly. We appreciate your patience while we transition to this new online process.

No records found

Home
Search
Create

Account Central

Create an Application

[Sonny Johnson](#)
[Collections \(0\)](#)
[Cart \(0\)](#)
[Account Management](#)
[Logout](#)

Currently, the VAL on-line portal is **Create an Application** for **Banquets only**. VAABC intends to on-board our current license and permit holders in phases which will begin shortly. We appreciate your patience while we transition to this new online process.

No records found

Online Application

Welcome to Virginia ABC's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

Virginia ABC provides the Web information contained herein as a service to the public. While Virginia ABC attempts to maintain Web information that is accurate and timely, Virginia ABC neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from Virginia ABC as a result

☐ I have read and accepted the above terms.

Continue Application >

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Pin Record

[Home](#) [Search](#) [Create](#) Account Central

Logged in as: Sonny Johnson [Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Licenses (Privileges): Retail and Industry businesses
Permits: Special circumstances for Retail and Industry licenses
Events: Social occasions where alcohol may be sold or served – not for personal monetary gain (Wedding/Anniversary receptions use "Banquet"). For further definitions of event types, please go to <https://www.abc.virginia.gov/licenses/get-a-license/definitions>

Search

☐ Licenses
☐ Apply for a Privilege
☒ PIN Record
☐ Permits
☐ Events

Continue Application »

[Back to Instructions](#)

Add a Row

[Home](#) [Search](#) [Create](#) Account Central

Logged in as: Sonny Johnson [Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

PIN Record

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Record Matching

* Indicates a required field.

Record Matching

Record Matching Information

Showing 0-0 of 0

PIN	Record Number
No records found.	

Add a Row Edit Selected Delete Selected

Continue Application » Save and resume later

[Back to Instructions](#)

Pin Number

Record Matching Information

* PIN: * Record Number:

Submit Cancel

PIN Record

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Record Matching

* Indicates a required field.

Record Matching

Record Matching Information

Showing 1-1 of 1

PIN	Record Number	Actions
<input type="checkbox"/>	REC21002YM 000532715	Actions

Add a Row Edit Selected Delete Selected

Continue Application » Save and resume later

[Back to Instructions](#)

Successfully Submitted Application

[Home](#) [Search](#) [Create](#) Account Central

Logged in as: Sonny Johnson Collections (0) Cart (0) [Account Management](#) [Logout](#)

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

No Address

PIN-2022-00032 [Copy Record](#)

[Back to Instructions](#)

Home My Records

[Home](#) [Search](#) [Create](#) Account Central

Logged in as: Sonny Johnson Collections (0) Cart (0) [Account Management](#) [Logout](#)

regarding Virginia ABC, Please [Click Here](#)

Search...

Dashboard

My Records

My [My Records](#)

Advanced Search

Payment information

3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

No Address

PIN-2022-00032 [Copy Record](#)

[Back to Instructions](#)

Records Added

[Home](#) [Search](#) [Create](#) Account Central

Logged in as: Sonny Johnson Collections (0) Cart (0) [Account Management](#) [Logout](#)

Currently, the VAL on-line portal is accepting applications for **Banquets only**. VAABC intends to on-board our current license and permit holders in phases which will begin shortly. We appreciate your patience while we transition to this new online process.

Search...

▼ Licenses


Showing 1-2 of 2 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Action	Date	Record Number	Status	Record Type	Expiration Date	Effective Status	Re Re
<input type="checkbox"/>		02/24/2022	PIN-2022-00032		PIN Record			0
<input type="checkbox"/>	Amendment	09/24/2021	000532715	Renewal: Pending	Solicitor Salesman Permit	02/28/2022	Active	3


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Account Management

[Home](#) [Search](#) [Create](#) [Account Central](#)

Logged in as Sonny Johnson Collections (0)  Cart (0) [Account Management](#) [Logout](#)

Currently, the VAL on-line portal is accepting applications for Banquets only. VAABC intends to on-board our current license and permit holders in phases which will begin shortly. We appreciate your patience while we transition to this new online process.

Search... 

▼ Licenses

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Action	Date	Record Number	Status	Record Type	Expiration Date	Effective Status	Re Re
<input type="checkbox"/>		02/24/2022	PIN-2022-00032		PIN Record			0
<input type="checkbox"/>	Amendment	09/24/2021	000532715	Renewal: Pending	Solicitor Salesman Permit	02/28/2022	Active	3

[Back to Instructions](#)

Add a Contact

Manage Your Account
Your current account information is shown below. Click an Edit button to update information within a section.

Login Information [Edit](#)

Contact Information [Add a Contact](#)

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status
Sonny		Johnson		***-**-7777		Individual	Approved

Attachments

The maximum file size allowed is 16 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh
are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Stat
No records found.							

[Add](#)

[Back to Instructions](#)

Add Additional Contact Address

Contact Information

Individual/Organization:
--Select--

Organization Name: FEIN: Primary Phone:

DBA/Trade Name: Secondary Phone:

First: Last: SSN: Personal Phone:

E-mail: Driver's License Number: Driver's License State:

State ID Number: State:

Birth Date: Gender:

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Address Type:
Mailing

Street #: Direction: Street Name: Street Type: Suffix Direction:

Unit # (start): Unit # (end): Unit Type:

City: State: ZIP Code:

Country/Region:

International Address

International Address 2:

International Address 3:

Save and Close Save and Add Another Clear Discard Changes

[Back to Instructions](#)

Add Attachments

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Login Information Edit

Contact Information Add a Contact

Showing 1-2 of 2 | Download results

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status
Sonny		Johnson	Sonny's Bar	***-**-7777	**-***1890	Organization	Approved
						Individual	Approved

Attachments

The maximum file size allowed is 16 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;htm;ins;isp;jar;jsc;je;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pic;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Stat
No records found.							

Add

Delegates Add a Delegate

People who can access my account

None

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File Upload

File Upload

×

The maximum file size allowed is 16 MB.
html; htm; mht; mhtml are disallowed file types to upload.

Continue

Add

Remove All

Cancel

File Upload

×

The maximum file size allowed is 16 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r are disallowed file types to upload.

Form 1.docx

100%

Form 2.docx

100%

Continue

Add

Remove All

Cancel

[Back to Instructions](#)

Contact Attach To

Attach To:

--Select--

Remove

File:

Form 1.docx

100%

Description:

Attach To:

--Select--

Remove

File:

Form 2.docx

100%

Description:

Save

Add

Remove All

[Back to Instructions](#)

Description

* Attach To:
Sonny Johnson

Remove

File:
Form 1.docx
100%

* Description:
File 1

* Attach To:
Sonny's Bar

Remove

File:
Form 2.docx
100%

* Description:
File 2


Save

Add

Remove All

[Back to Instructions](#)

Attachments Successfully Uploaded

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Manage Your Account
Your current account information is shown below. Click an Edit button to update information within a section.

Login Information

Edit

Contact Information

Add a Contact

Showing 1-2 of 2 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status
Sonny		Johnson	Sonny's Bar	***-**-7777	**-*1890	Organization	Approved
						Individual	Approved

Attachments

The maximum file size allowed is 16 MB.
ade,adp,bat,cmd,com,cpl,exe,hta,htm,html,ins,isp,jar,jse,tib,lnk,mde,mht,mhtml,msc,msp,mst,php,pif,scr,sct,shb,sys,vb,vbe,vbs,vxd,wsc,wsf,wsh are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Status
Form 1.docx	Contact		11.69 KB	02/24/2022	File 1	Uploaded	02/24/

Add

[Back to Instructions](#)